

## Broadband For Seniors - Online Lesson Instructions

There are FREE online lessons as part of Broadband For Seniors (BFS). They will start to teach you the basics of using a computer or tablet, emails, word processing etc. There are also more advanced modules that teach Microsoft Office 2007 and 2010, Photography, Skype and Social Networking.

The online training system consists of sets of interactive slides that you work your way through. Ask a tutor to explain which modules are most suitable for your computer or tablet. Repeat them as often as you like. Even computer savvy seniors have discovered features and methods they didn't previously know about.

Break the modules up with sessions of practice. For example do the module about the mouse and then play Solitaire. After the word processing module, locate the WordPad program and do some actual typing and formatting mentioned in the module. Repeat the module. **Practice is the key to learning.**

To start, or continue, your online computer lessons:

1. Go to this webpage address [www.bfseniorsonline.com.au](http://www.bfseniorsonline.com.au) (Suggest you save it as a favourite)
2. If it's your first time then click 'Create Account' to create your free training account.  
**Write down your logon User Name and Password.**
3. Then logon with your User Name and Password.

Note: When creating an account you will be asked for an email address, if you don't yet have one then use a friends email, or a rubbish one like junk@fred.com (The email simply has your username and password.)

The logon web page.

The screenshot shows the 'Broadband for Seniors Online Login' page. It features a header with a logo and a question mark icon. The main content area includes instructions for creating a free account and logging in. There are input fields for 'User Name' and 'Password', and buttons for 'Login', 'Forgotten your password?', and 'Create Account'. A globe icon is also present. Callout boxes provide additional guidance:

- Number to ring if you need help, have forgotten your password or it has expired** (points to the 'Forgotten your password?' link)
- To logon just enter your Username and Password and then click the blue Login button** (points to the 'Login' button)
- Create a free account.** (points to the 'Create Account' button)
- Click to have your password emailed to you.** (points to the 'Forgotten your password?' button)

The first screen you get after logging on lists the courses you have started or completed.

The screenshot shows the 'Broadband for Seniors Online Training' dashboard. At the top, a navigation bar includes a logo, the site name, and icons for 'Audio On/Off', a printer, a help/question mark, and a user profile. Below this is a 'Welcome, [Name]' banner. The main section is titled 'Your Personalized Training' and includes a prompt to 'Browse your options, or use the My Courses button, below, to begin.' There are three buttons: 'My Courses' (with a document icon), 'My Achievements' (with a bar chart icon), and 'My Certificates' (with a certificate icon). Below these is an 'Announcements and Events' section with a 'Keyboard Basics' announcement and an 'Account Expiry Date: 28 March 2017'. The 'My Achievements, at a Glance' section shows a list of courses: 'Introductory Computer Training' (100% complete), 'Learning About Elearning' (100% complete), 'Internet Safety' (53% complete), and 'Social Media' (53% complete). Each course card includes a progress bar, category, and completion status. Callout boxes provide instructions: 'Turn audio voice on/off' points to the audio icon; 'Print the full list of courses' points to the printer icon; 'Send a message to support' points to the help icon; 'If required, change your account password & details' points to the user profile icon; 'Click to list all the courses you can do, with links to start each' points to the 'My Courses' button; 'Click to start 'Introductory Computer Training'' points to the 'Introductory Computer Training' card; 'Summary listing of all the courses you've attempted' points to the 'My Achievements' button; 'List all the topics in that course' points to the 'Internet Safety' card; 'Click for an audio description of the course' points to the audio icon on the 'Internet Safety' card; and 'How much of this lesson that you've completed.' points to the progress bar on the 'Social Media' card.

Turn audio voice on/off

Print the full list of courses

Send a message to support

If required, change your account password & details

Click to list all the courses you can do, with links to start each

Click to start 'Introductory Computer Training'

Summary listing of all the courses you've attempted

List all the topics in that course

Click for an audio description of the course

How much of this lesson that you've completed.

Each online lesson is a set of interactive slides. A typical one is explained below. Read what is on the screen and then do as the slide requests. Some slides have little interaction and are similar to an old fashioned slide show where you simply move from slide to slide. If you can't make the slides advance, then click the back or forward button on the bottom edge of the slides.

Navigation panel. Click to jump to a different section

How far you are through this lesson

Click either 'X' to abort the lesson

Orange arrows point at what the module wants you to do

Text boxes explain the screen and then what you should do

Restart this module

Back and Forward

**Bold text** shows where you are at in this module.

Toolbox options

The window is now maximised. You can see there are four options currently displayed on the toolbar. These options are specific to the window open. Click on the photo of the Koala.

The later versions of the online training slide sets have a different appearance as shown below. As a rule a **red arrow** points to what they want you to do; a **green arrow** points at the item the text is about. If all else fails then click the Navigation controls and move to the next slide – life's too short for frustration.

Click 'X' to abort the lesson

Text boxes explain the screen and then what you should do

Red arrows point at what the module wants you to do

Click to display the Navigation controls or to restart the module

As we are assuming you don't have a Microsoft account, we'll now follow the steps to create one. Select the indicated **Sign up now** link. This is free, and will only take a few moments. Please do this now.

Don't have a Microsoft account? **Sign up now**



***If you're in a hole – stop digging. Ask a tutor for help.***